

# **STARK COUNTY MAJOR SUBDIVISION FINAL PLAT CHECKLIST**



## **WHAT IS A SUBDIVISION?**

A subdivision is the division of a lot, parcel of land, or tract, creating two or more lots, tracts, or parcels for the purpose, whether immediate or future, of sale, rent, or of building development, and any plat or plan which includes the creation of any part of one or more streets, public easements, or other rights-of-way, whether public or private, for access to or from any such lot, tract or parcel, and the creation of new or enlarged parks, playgrounds, plaza, or open spaces.

## **WHAT IS A FINAL PLAT?**

The final plat is the legal document that is recorded with the County Recorder's office. The sale of subdivided lots can only proceed after this recording. The primary purpose of the final plat is to delineate property boundaries and to describe and dedicate rights-of-way and easements. The final plat shall cover the area which is realistically designated for transfer or sale of lots.

## **FINAL PLAT SUBMISSION REQUIREMENTS**

The subdivider shall meet with the Zoning Administrator and other County staff, including, but not limited to, the County Engineer, County Road Superintendent, and the County Emergency Services Director, to discuss whether the proposed plat is consistent with the County's comprehensive plan, its zoning code, and with other County policies and regulations.

After meeting with the Zoning Administrator, the subdivider shall apply to the Planning and Zoning Commission on appropriate forms provided by the Zoning Administrator at least three (3) weeks days prior to its regularly scheduled meeting.

The subdivider shall submit two (2) 24" x 36", eleven (11) 11" x 17" prints of the preliminary plat, and a digital copy of the plat to the Zoning Administrator at the time the application is made. The plat shall comply with the provisions of Stark County Zoning Code.

The subdivider may submit any instrument whereby he/she proposes to regulate land use in the subdivision for protecting the proposed development.

The subdivider shall provide other data related to drainage, soil suitability, financing of improvement and other related information which the Planning and Zoning Commission requests.

# STARK COUNTY MAJOR SUBDIVISION FINAL PLAT CHECKLIST

## STARK COUNTY SUBDIVISION SUBMITTAL REQUIREMENTS CHECKLIST-FINAL PLAT

### FINAL PLAT

\_\_ Applicant contacted Zoning/Subdivision Administrator on \_\_\_\_\_ prior to submittal

#### **Submission of Copies**

\_\_ Submitted on \_\_\_\_\_ (Note: must be submitted no later than three (3) weeks prior to the planning and zoning commission meeting.

\_\_ Two (2) 24" x 36" originals and eleven (11) clear and legible 11" x 17" reductions were submitted along with a digital copy.

The final plat shall conform to all provisions of this Code and conditions set forth by the County Commission and include the following:

\_\_ Name of subdivision which should not duplicate or resemble any existing subdivision within the vicinity, and the date of tentative approval of preliminary plat by the County Commission.

\_\_ Location by section, township and range, to the quarter section, or other legal description.

\_\_ Names and addresses of owners and surveyor or other professional person preparing the plat.

\_\_ Plat map with scale of one inch representing one hundred (100) feet or less. This requirement may be waived by the Planning and Zoning Commission for large tract subdivisions.

\_\_ Date, graphic scale and North point.

\_\_ Boundary line of subdivision based on an accurate traverse, showing distances and bearings.

\_\_ Exact location, width and name of all streets within and adjoining the subdivision, and the exact location of all alleys and crosswalks.

\_\_ True bearing and distances to the nearest established street lines or official monuments, which shall be accurately described on the plat.

\_\_ City, township, county or section lines accurately tied to the boundary lines of the subdivision by bearing and distance.

\_\_ Radii, internal angles, points of curvature, tangent bearings and lengths of all arcs.

## STARK COUNTY MAJOR SUBDIVISION FINAL PLAT CHECKLIST

\_\_All easements for rights-of-way provided for public services and public utilities.

\_\_All lot and block numbers and lot lines, with accurate dimensions in feet and hundredths.

\_\_Accurate location of all monuments, which shall be of material size in accordance with the standards of the city, the county, and the state.

\_\_Accurate outlines and legal descriptions of any areas (not including streets, alleys or public utility easements) to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed covenant for common use of all property owners.

\_\_Where required, detailed engineering drawings, cross-sections or profiles of streets, utility lines, catch basins or other installations of improvements as installed.

\_\_Building or property covenants.

\_\_Certification by registered surveyor to the effect that the plat represents a survey made by him/her, and that the monuments shown thereon exist as located and that all dimensional and geodetic details are correct.

\_\_Notarized certification by the owners of the land of the adoption of the plat and the dedication of sewers, water distribution lines and other improvements and of streets and other public areas.

\_\_Legal description of property being platted, including any section line right-of-way not previously deeded for plats within the extraterritorial jurisdiction.

\_\_Ties to a minimum of two (2) accepted State Plane Coordinates based on NAD 83 horizontal datum (adjusted 86), units of measurement international feet, ND south zone 3302.

\_\_Elevations referenced to a durable benchmark described on the plat with its location and elevation to the nearest hundredth of a foot, with indication of datum uses (NAVD88 required for areas with current floodplain information in that datum).

\_\_Square footage or acreage of land within the subdivision, each individual lot, each subplot created by ghost platting, and the total area in streets. If the subdivision crosses a quarter-section line, the acreage within each quarter section must also be noted.

\_\_Location and dimension of all non-access lines and any access points within a continuous non-access line.

## STARK COUNTY MAJOR SUBDIVISION FINAL PLAT CHECKLIST

\_\_ 100-year floodplain and floodway elevations and topographic contours with a minimum contour interval of two (2) feet for the portion of the plat lying within a designated floodplain, with an indication of datum used (NAVD88 required for areas with current floodplain information in that datum).

\_\_ For any waterways or bodies of water within or adjacent to the plat, the present shoreline locations (relative to the meander line).

\_\_ Water elevations must be shown and dated (meander line).

\_\_ All restrictive airport noise, clear zone and approach zone elevations as established by the latest available data, where applicable.

\_\_ Certification from Stark County that all taxes have been paid in full.

\_\_ Proper form for the approval of the Planning and Zoning Commission.

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